

EMPLOYMENT OPPORTUNITY

Town of Lexington

We are currently accepting applications for a grant funded, temporary, non-benefits eligible position of:

Volunteer Program Coordinator

Hourly Rate: \$18.00

Up to 500 contract hours maximum

The **REQUIRED** Town of Lexington application must be received in the
Town's Human Resource Department
By August 12, 2016

GENERAL SUMMARY:

Under the general supervision of the Human Services Director, the Volunteer Coordinator develops and oversees an effective volunteer program by managing and expanding volunteer opportunities at the Lexington Community Center and specifically, for the Human Services Department. The Volunteer Coordinator will work closely with Senior Services staff, other town departments and the community at large to identify the needs of seniors that could be met by volunteers of all ages in the community.

ESSENTIAL JOB FUNCTIONS:

- ◆ Recruit, screen, interview, orient and train new volunteers to support the mission and vision of the Department
- ◆ Write and update volunteer position descriptions and evaluate volunteers on an annual basis
- ◆ Log and track new opportunities and assign appropriate volunteers
- ◆ Provide assistance and consultation for volunteers as needed
- ◆ Assist in the evaluation and data collection of the program
- ◆ Coordinate volunteer appreciation events and ongoing recognition
- ◆ Coordinates with the Office Manager in the administration of the Property Tax Work-Off Program
- ◆ Attends and participates in meetings as necessary
- ◆ Outreach to local media and community groups to increase awareness of volunteer opportunities

SUPERVISORY RESPONSIBILITY:

None.

MINIMUM EDUCATION & EXPERIENCE:

Education equivalent to a Bachelor's degree in human services, or a related field preferred. Bi-lingual, Mandarin/Cantonese preferred. Broad knowledge of a discipline such as behavioral science with an

emphasis on senior services and program development or community engagement with 2 years' experience working in the field.

ADVANCED EDUCATION & EXPERIENCE:

None.

QUALIFICATIONS:

Knowledge of:

- ◆ Modern office procedures, methods and computer equipment/software.
- ◆ Business letter writing and basic report preparation techniques.
- ◆ Principles and procedures of record keeping.
- ◆ English usage, spelling, grammar and punctuation.
- ◆ Effective customer service techniques.

Ability to:

- ◆ Perform administrative support services and coordinate multiple tasks and projects.
- ◆ Operate computer and various software necessary for performing assigned duties.
- ◆ Type at a speed necessary for successful job performance.
- ◆ Use independent judgment and personal initiative in the performance of job duties.
- ◆ Work independently in the absence of supervision.
- ◆ Communicate clearly, both orally and in writing, and maintain effective working relationships.
- ◆ Effectively handle an environment which involves close contact with coworkers and the public.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in a highly trafficked office environment which can be noisy and disruptive. Operates computer, printer, photocopier, fax machine, other office equipment, and basic food preparation equipment. Work requires extended periods of sitting, reaching, typing, and mousing 1c` 1, which requires eye-hand coordination and finger dexterity. Occasionally required to stand, bend, lift and move furniture for extended periods of time.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4593 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form. CORI screening required.

**Application must be received in the Town's Human Resource Department
By August 12, 2016**

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590
